

**AFFIRMATIVE EMPLOYMENT
PROGRAM PLAN FOR PEOPLE WITH DISABILITIES**

**ACCOMPLISHMENT
REPORT FOR FISCAL YEAR 2002
AND
PLAN UPDATE FOR FISCAL YEAR 2003**



**DEFENSE LOGISTICS AGENCY
8725 JOHN J. KINGMAN ROAD, SUITE 1119
FORT BELVOIR, VA 22060-6221**

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES (PWD)

MULTIYEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN

ACCOMPLISHMENT REPORT FOR FY02

PLAN UPDATE FOR FY03

TABLE OF CONTENTS

Executive Summary	2
Action Items for FY03	4
DLA Policy Statement – Equal Employment Opportunity Program (EEO)	5
Executive Order 13163, Increasing Opportunity for Individuals with Disabilities to be Employed in the Federal Government	6
DoD Plan to Hire 32,000 People with Disabilities	7
Equal Employment Opportunity (EEO) Office Organization Chart	8
Agency Plan Certification (Cover Sheet)	9
Part I: Program Plan Update – FY02 Through FY03	10
1. Plan for Special Recruitment Program	11
2. Facility Accessibility	14
3. Alternatives to Personnel or Management Policies, Practices, or Procedures which Restrict Hiring, Placement, and Advancement of Individuals With Handicaps	17
Part II: Report of Accomplishment – FY02	23
1. Summary of Accomplishments in Affirmative Action for Employment of Individuals with Handicaps (Permanent)	24
2. Net Change Work Sheet	26
3. Summary of Accomplishments in Affirmative Action for Employment of Individuals with Handicaps (Temporary)	27
4. Analysis of Workforce – Handicap (Permanent and Temporary)	28
5. Report of Facility Accessibility	34
6. Alternatives to Personnel or Management Policies, Practices, or Procedures which Restrict Hiring, Placement, and Advancement of Individuals With Handicaps	39
7. Promotions and Career Development Programs	42
8. Noteworthy Accomplishments	43

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PWD
MULTIYEAR AFFIRMATIVE EMPLOYMENT PROGRAM PLAN
ACCOMPLISHMENT REPORT FOR FY02
PLAN UPDATE FOR FY03

EXECUTIVE SUMMARY

The Defense Logistics Agency (DLA) strongly supports and is committed to accomplishing the objectives of the Agency's Equal Employment Opportunity (EEO) and Affirmative Employment Programs (AEP). We will continue to capitalize on the use of the AEP Plan for People with Disabilities (PWD) as a driving force behind our efforts to achieve our ultimate EEO objective of a diverse workforce, free of discriminatory acts and/or practices.

The DLA workforce continues to be impacted by changes in the infrastructure out of business necessity. Also impacting the DLA workforce is the continuing downsizing efforts to meet Department of Defense (DoD) budgetary policies. The effect of these factors on the makeup of the workforce is statistically detailed in the Summary Analysis to follow.

At the end of FY02, the DLA workforce stood at approximately 22,893 employees. Our statistical analysis revealed that the representation of PWD increased from 8.8 percent (2,106) in FY01, to 9.1 percent (2,086) in FY02 in spite of a loss of 75 people. The representation of people with targeted disabilities slightly decreased from 2.28 percent (543) to 2.21 percent (507) at the end of FY02.

Employees with targeted disabilities are concentrated in the entry level grades, GS 1-8 and wage grade equivalents, with a count of 346; mid-level, GS 9-12 (146); and only 15 in high grade positions, GS 13-SES. They are employed mainly in Administrative, Clerical, and Blue Collar positions. The use of details, temporary promotions, and other methods of assigning employees with targeted disabilities to developmental positions/assignments will be encouraged.

We continue to support the consideration for selection of those individuals with disabilities whose qualifications meet our mission needs. DLA will expand its network of PWD organizations to be used as recruiting sources to increase the number of potential candidates for employment. In addition, Selective Placement Coordinators (SPC), each having Schedule "A" Appointing Authority, will be assigned to the two human resource Customer Support Centers (CSO) located in Columbus, Ohio, and New Cumberland, Pennsylvania. The SPCs will be responsible for assisting Schedule "A" applicants to enroll in the DLA eMail Notification System. The DLA eMail System notifies the applicant by email whenever a vacancy is announced for a job in which the applicant expressed an interest. In addition, DLA is moving toward establishing an automated Resumix system. Once fully deployed, the system will maintain the applicant's resume and when notified of a vacancy, the applicant can submit the resume electronically through the system. This will serve as DLA's mechanism to ensure that qualified Schedule "A" applicants get consideration for vacancies. A method of tracking applicant results through an automated system is being investigated.

It has been noted that use of flexiplace as a reasonable accommodation is not being utilized effectively throughout the Agency. An effort to change the mindset of supervisors in relationship to modifying positions and obtaining system access from home are issues to be resolved.

Agency-wide action items have been established for the DLA PWD Program. They include instituting strategies to meet the hiring goals of PWD set by Executive Order 13163, dated July 26, 2000, *Increasing the Opportunity for Individuals with Disabilities To Be Employed in the Federal Government*. This order set an Office of Personnel Management (OPM) government-wide mandate to hire 100,000 PWD over the next 5 years. DoD issued a memorandum, dated October 11, 2000, announcing DoD's plan to hire 32,000 PWD. DLA issued its plan to hire 1,536 disabled employees over the 5 years covered in Executive Order 13163. In FY02, DLA lost 75 employees with disabilities despite its plan, however, the percentage remained approximately the same at 2.3 percent.

**DEFENSE LOGISTICS AGENCY
PWD AFFIRMATIVE EMPLOYMENT PROGRAM
ACTION ITEMS FOR FY03**

- Appoint a minimum of two SPCs in each human resource CSO with Schedule "A" Appointing Authority.
- SPCs will assist Schedule "A" applicants to enroll in the DLA eMail Notification System.
- Fully utilize the Workforce Recruitment Program (WRP) for College Students with Disabilities.
- Develop a WRP marketing plan to include (1) draft publicity announcements using various Agency media, and (2) individual meetings with hiring officials to explain various hiring authorities available to them.
- Begin planning a PWD Program Managers Training Workshop to be held at the annual Perspectives on Employment of People With Disabilities National Training Conference in FY04.
- Review and assist the Agency's efforts in complying with section 508 of the Rehabilitation Act Amendments of 1998 (Title 29 of the U.S. Code).
- Review and assist the Agency's efforts in complying with Executive Order 13163, dated July 26, 2000, *Increasing the Opportunity for Individuals with Disabilities To Be Employed in the Federal Government*.
- Expand the PWD information in the DLA Corporate EEO Office (DO) Home Page.
- Assess grade distribution of PWD within the DLA workforce as compared to other groups within DLA's workforce.
- Develop a network of PWD organizations to be used as recruiting sources to increase the number of potential candidates for positions in DLA and develop a method to track the number of hires from this effort.
- Survey Agency-wide use of technology for accommodation.
- Develop a semi-annual reporting mechanism to determine the number of employees utilizing Flexiplace as a reasonable accommodation.
- Finalize the DLA Reasonable Accommodation Policy Statement to be submitted to the U.S. Equal Employment Opportunity Commission and post on the DO Homepage.
- Develop on-line tracking system to capture identified data elements in the new DLA Reasonable Accommodation Policy.



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221**

IN REPLY
REFER TO DO

OCT 17 2001

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy Statement – Equal Employment Opportunity

Equal employment opportunity (EEO) is the law of our country and gives us strength as a Nation. I fully support our EEO program and expect that everyone at DLA will contribute to its success. Each of us has the responsibility to maintain a work environment that is free of discrimination and that enables us to achieve our highest potential. This will keep DLA an employer of choice and enable us to support the warfighter effectively.

As Director of DLA, I want to lead a team of committed professionals who are trained and ready for their duties. This means that all supervisors and managers must ensure that our employees get and maintain skills to accomplish our mission. We must counsel and mentor all of our employees to enable them to develop themselves fully. We should also recognize our employees' accomplishments through awards, details, and opportunities for advancement. Every personnel action should be based upon merit and without bias or prejudice.

Our recruitment and selection processes must be fair even as we strive to develop our workforce to reflect our Nation's diversity. We will encourage and support consideration for selection of those individuals with disabilities whose qualifications meet our mission needs, and we will expand our recruitment sources, as appropriate, to ensure we have the highest quality of candidates available.

My vision for DLA includes workplaces of opportunity for success in which mutual respect is basic and appreciation for our diverse backgrounds and cultures abounds. Together we can realize equality of opportunity for us all.

KEITH W. LIPPERT
Vice Admiral, SC, USN
Director





Title 3—

The President

Executive Order 13183 of July 26, 2000

Increasing the Opportunity for Individuals With Disabilities To Be Employed in the Federal Government

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to promote an increase in the opportunities for individuals with disabilities to be employed at all levels and occupations of the Federal Government, and to support the goals articulated in section 501 of the Rehabilitation Act of 1973 (29 U.S.C. 791), it is hereby ordered as follows:

Section 1. Increasing the Federal Employment Opportunities for Individuals with Disabilities. (a) Recent evidence demonstrates that, throughout the United States, qualified persons with disabilities have been refused employment despite their availability and qualifications, and many qualified persons with disabilities are never made aware of available employment opportunities. Evidence also suggests that increased efforts at outreach, and increased understanding of the reasonable accommodations available for persons with disabilities, will permit persons with disabilities to compete for employment on a more level playing field.

(b) Based on current hiring patterns and anticipated increases from expanded outreach efforts and appropriate accommodations, the Federal Government, over the next 5 years, will be able to hire 100,000 qualified individuals with disabilities. In furtherance of such efforts, Federal agencies shall:

- (1) Use available hiring authorities, consistent with statutes, regulations, and prior Executive orders and Presidential Memoranda;
- (2) Expand their outreach efforts, using both traditional and nontraditional methods; and

(3) Increase their efforts to accommodate individuals with disabilities.

(c) As a model employer, the Federal Government will take the lead in educating the public about employment opportunities available for individuals with disabilities.

(d) This order does not require agencies to create new positions or to change existing qualification standards for any position.

Sec. 2. Implementation. Each Federal agency shall prepare a plan to increase the opportunities for individuals with disabilities to be employed in the agency. Each agency shall submit that plan to the Office of Personnel Management within 60 days from the date of this order.

Sec. 3. Authority to Develop Guidance. The Office of Personnel Management shall develop guidance on the provisions of this order to increase the opportunities for individuals with disabilities employed in the Federal Government.

Sec. 4. Judicial Review. This order is intended only to improve the internal management of the executive branch and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its agencies, its officers, its employees, or any person.

William Clinton

THE WHITE HOUSE,
July 26, 2000.



FORCE MANAGEMENT
POLICY

SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000



OCT 11 2000

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF DoD FIELD ACTIVITIES
COMMANDER, ARMY AND AIR FORCE EXCHANGE SERVICE
CHIEF, NATIONAL GUARD BUREAU

SUBJECT: DoD Plan to Hire 32,000 People with Disabilities

On July 26, the 10th anniversary of the Americans with Disabilities Act, the President issued Executive Order 13163 to focus attention on the need to hire and advance individuals with disabilities at all levels and in all occupations in the Federal workforce. The order predicts that the Federal government will have the opportunity to hire 100,000 individuals with disabilities over the next five years. I embrace this Presidential initiative and commit this Department to a DoD-wide effort to hire 32,000 individuals with disabilities by September 30, 2005.

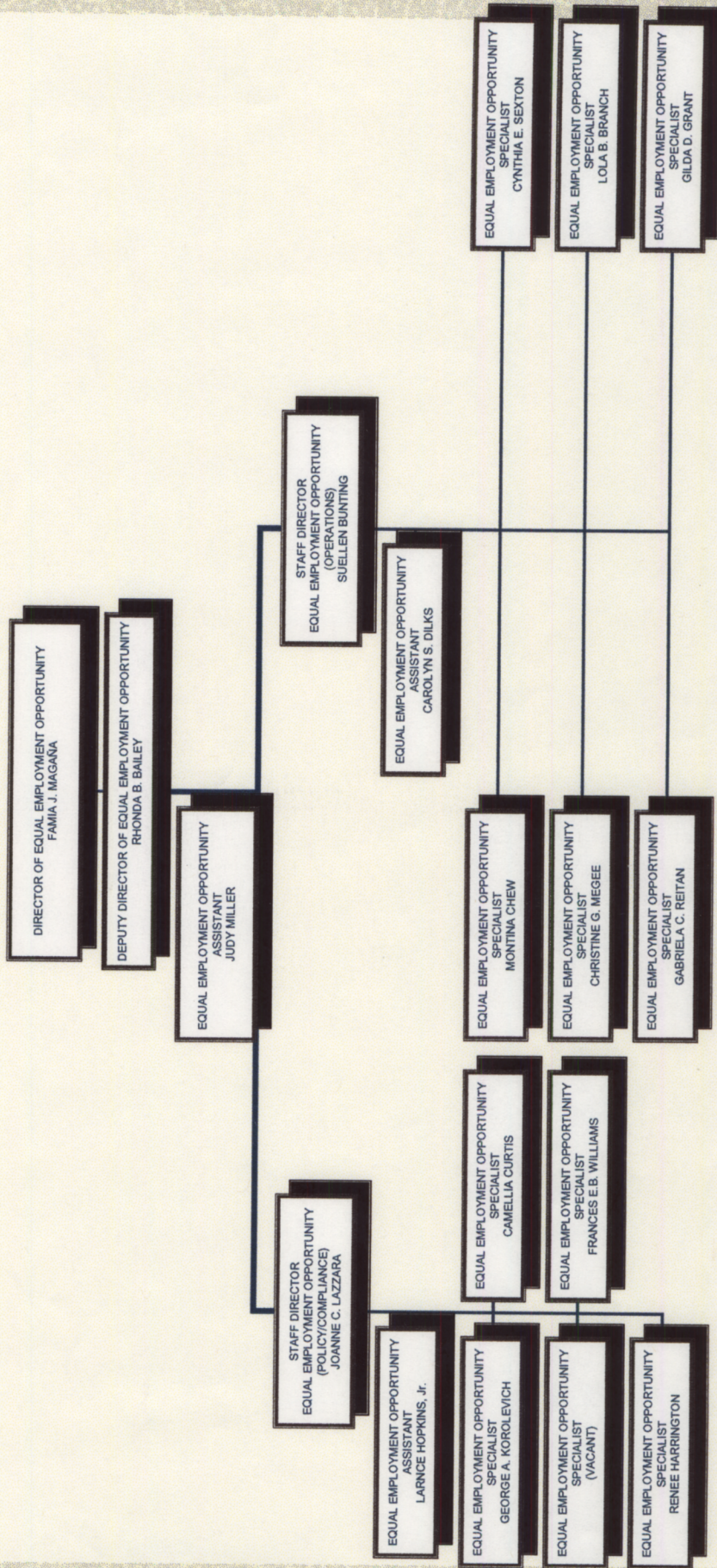
The President called upon agencies to submit five-year implementation plans to the Office of Personnel Management within 60 days of the issuance of the Executive Order. The DoD plan incorporates the plans of the military departments and defense agencies, and I thank each of you for your timely input.

The Department has the flexibility to expand opportunities to individuals with disabilities by eliminating the employment barriers that candidates with disabilities typically encounter. To assess our progress towards our stated objectives, periodic reporting requirements will be established. Further guidelines regarding these requirements will be provided by separate memorandum. Equal Opportunity and Human Resource/Civilian Personnel staffs are working together on this initiative.

To ensure that we accomplish our plans and meet our hiring goals, I ask that each of you redouble your efforts to eliminate barriers to the hiring and advancement of qualified individuals with disabilities and to increase their opportunities for employment and advancement. I ask that you make special efforts to provide opportunities to those qualified individuals with the severe disabilities targeted for emphasis in our affirmative action programs. We anticipate increased hiring during the next five years. I urge each of you to take advantage of the talents of individuals with disabilities by using the full range of recruitment tools and hiring authorities available.

William S. Cohen
Secretary of Defense

DLA Corporate Equal Employment Opportunity Office



**AFFIRMATIVE ACTION PROGRAM PLAN UPDATE AND REPORT OF
ACCOMPLISHMENTS FOR AGENCY WITH 1,001 OR MORE EMPLOYEES**

**AFFIRMATIVE ACTION PROGRAM FOR
INDIVIDUALS WITH HANDICAPS**

Plan update for the period October 1, 2002, through September 30, 2003
Report for the period October 1, 2001, through September 30, 2002

AGENCY: Defense Logistics Agency

AGENCY ADDRESS: 8725 John J. Kingman Road, Ft. Belvoir, VA 22060-6221

NUMBER OF EMPLOYEES COVERED BY THIS PLAN: 22,893

Montina M. Chew (703) 767-6159
NAME OF PERSON PREPARING THIS FORM TELEPHONE NUMBER

Famia J. Magaña Feb 20, 2003
SIGNATURE OF RESPONSIBLE OFFICIAL DATE

FAMIA J. MAGAÑA, DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY
NAME AND TITLE OF RESPONSIBLE OFFICIAL

Keith W. Lippert 12 MAR 2003
SIGNATURE OF AGENCY HEAD DATE

KEITH W. LIPPERT, VICE ADMIRAL, SC, USN
DIRECTOR, DEFENSE LOGISTICS AGENCY

NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN COMPLIANCE
WITH EEO-MD-713 "AFFIRMATIVE ACTION FOR HIRING, PLACEMENT, AND ADVANCEMENT
OF INDIVIDUALS WITH HANDICAPS")

PERMANENT WORK FORCE

PART 1: PROGRAM PLAN UPDATE FOR THE PERIOD OCTOBER 1, 2002, THROUGH SEPTEMBER 30, 2003 Numerical Objectives (GOALS) for Employment of Persons With Targeted Disabilities (TD) (BASED ON PERMANENT WORK FORCE)

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30. Guidance is provided in Appendix B of this directive.

		ANTICIPATED CHANGES IN WORKFORCE FROM OCTOBER 1, 2002, TO SEPTEMBER 30, 2003			
		NUMBER + OR -		PERCENT CHANGE +/-	
LOSSES TOTAL WORK FORCE		-2752		-12.02	
LOSSES WITH HANDICAP REPORTED		- 362		-17.35	
LOSSES TARGETED DISABILITIES (TD)		- 69		-13.61	
ACCESSIONS TOTAL WORK FORCE		+1465		+ 6.40	
ACCESSIONS WITH HANDICAP REPORTED		+ 163		+ 7.81	
ACCESSIONS TARGETED DISABILITIES (TD)		+ 8		+ 1.58	

	WORK FORCE ACTUAL DATA AS OF 9/30/02		ANTICIPATED CHANGES IN WORK FORCE FROM 10/1/02 TO 9/30/03		ANTICIPATED DATA AS OF 9/30/03	
	NUMBER	%	NUMBER + OR -	* % CHANGE + OR -	NUMBER	%
TOTAL WORK FORCE	22,243	100%	- 1,287	- 5.79	21,606	100%
HANDICAP REPORTED	2,031	9.13	- 199	- 9.80	1,887	8.73
TARGETED DISABILITIES	501	2.25	- 61	- 12.17	446	2.06

* CALCULATE THIS PERCENTAGE BY DIVIDING THE NUMBER + OR - BY THE CORRESPONDING NUMBER IN THE WORK FORCE AS OF THE BEGINNING OF THE REPORTING PERIOD.

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/2002 TO 9/30/2003		
A.	TOTAL NUMBER OF ACCESSIONS OF PERSON WITH TD	8%
B.	PERCENT ACCESSIONS OF PERSONS WITH TD	1.58%
C.	TOTAL NUMBER OF PERSONS WITH TD ON BOARD AS OF SEPTEMBER 30, 2003:	446%
D.	PERCENT OF WORK FORCE WITH TD AS OF SEPTEMBER 30, 2003:	2.06%

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with handicaps with the specific severe disabilities. The purpose is to obtain applications from qualified individuals with handicaps. A revised and improved plan for a special recruitment program is required unless:

A. The agency met its previous year's employment objectives.

(If so, check here: ☐)

or

B. The number of applications received from persons with targeted disabilities was at least two times the number of accessions that would have been necessary to achieve the objectives.

(If so, check here: ☐)

IF NEITHER OF THESE CONDITIONS HAS BEEN MET, list new recruiting strategies that will be instituted so that the Agency can meet its current employment objectives.

<u>NEW RECRUITING STRATEGIES</u>	<u>TARGET DATES</u>
<p><u>DLA-Wide</u></p> <ol style="list-style-type: none"> 1. In response to Executive Order 13163, dated July 26, 2000, <i>Increasing the Opportunity for Individuals with Disabilities to be Employed in the Federal Government</i>, and an OPM government-wide mandate to hire 100,000 individuals with disabilities over the next 5 years, DLA plans to hire 1,536 employees Agency-wide, 216 at the McNamara Complex headquarters building. DLA's plan also identifies occupational series targeted for recruitment and hiring. DLA will continue to use local area sources to reach its goal. Referral agencies provide DLA managers with resumes of potential applicants who have an array of disabilities. 2. Appoint a minimum of two Selective Placement Coordinators (SPC) in each human resource Customer Support Office (CSO) with Schedule "A" Appointing Authority. 3. SPC will assist Schedule "A" candidates to enroll in the Agency's eMail Notification System and track results. 4. Endorsement of Workforce Recruitment Program (WRP) for College Students with Disabilities by the Vice Director. 5. Conduct a general briefing for managers and supervisors regarding WRP. 6. Conduct individual meetings with potential hiring officials to encourage hiring under the Schedule "A" Appointing Authority. 	<p style="text-align: center;">FY 05</p> <p style="text-align: center;">June 2003</p> <p style="text-align: center;">June 2003</p> <p style="text-align: center;">February 2003</p> <p style="text-align: center;">February 2003</p> <p style="text-align: center;">March 2003</p>

PLAN FOR SPECIAL RECRUITMENT PROGRAM

(Page 2)

DLA HEADQUARTERS AND SERVICED ACTIVITIES

The EEO Operations Division will coordinate all "management awareness initiatives" with the local CSOs in Columbus, OH, (CSO-C) and in New Cumberland, PA, (CSO-N) including but not limited to:

1. Publicizing the 2003 Workforce Recruitment Program for College Students with Disabilities to McNamara Complex headquarters building management.
2. Develop recruiting sources and online information for selecting officials.
3. Identify Points of Contact at CSO-C and CSO-N.

March 2003

DEFENSE DISTRIBUTION CENTER (DDC)

1. EEO and human resources institute outreach and recruitment efforts to employ and advance qualified individuals with disabilities at all levels of employment when vacancies occur.
2. Develop procedures to disseminate information on affirmative action policies to all DDC managers and supervisors.
3. HR monitors number of referrals and hires and provides statistics to EEO to meet EEO reporting requirements.

September 2003

March 2003

September 2003

DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)

The following strategies will be initiated in FY03 to achieve the DLA 3 percent goal for representation of persons with targeted disabilities:

1. Increase recruitment efforts through the local Michigan Rehabilitation Services for employment of people with disabilities.
2. Expand use of the Workforce Recruitment Program for local college students with disabilities by local managers.
3. Members of people with disabilities committee will actively recruit individuals with targeted disabilities.
4. Increase opportunities to hire individuals from the National Institute for the Severely Handicapped (NISH).
5. Increase recruitment efforts through local community colleges and universities for employment of people with disabilities.

September 2003

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

Regularly schedule contacts with representatives from the following Regional Interagency Coordinating Committee network:

1. Michigan Rehabilitation Service.
2. Commission for the Blind.
3. Center for Workforce Excellence.

FY03

PLAN FOR SPECIAL RECRUITMENT PROGRAM

(Page 3)

4. Community Mental Health Connections.
5. Local and Regional Veterans Affairs.
6. Center for Independent Living.
7. Goodwill Industries.
8. Veteran's Groups.
9. Michigan Employment Security Commission.
10. Local Colleges and Universities.
11. Disability Resource Center.
12. Workforce Recruitment Program for College Students with Disabilities.

DRMS is currently using the above strategies and will continue to work through these agencies for recruiting veterans and individuals with disabilities. Also identified was a need to increase training efforts for supervisors to enhance their awareness of the availability of applicants through these sources.

DEFENSE SUPPLY CENTER COLUMBUS (DSCC)

1. Establish and maintain relationships with Disability Programs at Central Ohio Colleges to identify and recruit potential employees.
2. Maintain current relationship with Ohio Bureau of Vocational Rehabilitation to identify and recruit potential employees in the Central Ohio area.
3. Recruit two or more college summer hires through the DoD sponsored Workforce Recruitment Program for College Students with Disabilities.
4. Attend regional job fairs to recruit potential employees.
5. Forward qualified applicants with disabilities to supervisors for interviews.
6. Coordinate efforts with CSO-C to recruit persons with disabilities.

January 2003, May 2003

November 2002,
February 2003, June 2003

June 2003

March 2003, June 2003

Quarterly

November 2002

DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)

New recruiting strategies not needed. Met the objective number of applications from persons with targeted disabilities.

DEFENSE SUPPLY CENTER RICHMOND (DSCR)

New recruiting strategies not needed. Met the objective number of applications from persons with targeted disabilities.

FACILITY ACCESSIBILITY

- A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES
<u>DLA HEADQUARTERS AND SERVICED ACTIVITIES</u> An Accessibility Enhancement Opportunity Survey of the McNamara Complex, Fort Belvoir, VA, using the Uniform Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines was done during FY99.			
1. Accessible routes to/from Picnic Pavilion and Pond Area Picnic Tables.	September 2001	September 2002	Delete. Routes will be impacted by construction zone of the addition to the McNamara Complex in Spring FY03.
2. Eight Public Restrooms – Automatic Doors.	September 2001	September 2002	Automatic Doors are not the issue. Construction of accessible stalls has been funded for FY03.
<u>DEFENSE DISTRIBUTION CENTER (DDC)</u> None reported			
<u>DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)</u> None reported			
EEOC FORM 440 (pg. 3) (10/87)			

A. FACILITY ACCESSIBILITY...Continued OBJECTIVES	ORIGINAL TARGET DATES	REVISED TARGET DATES	REVISED REMOVAL STRATEGIES
<u>DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)</u> None reported <u>DEFENSE SUPPLY CENTER COLUMBUS (DSCC)</u> None reported <u>DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)</u> Strobe Light Smoke Alarms	FY99	FY03	Funding to estimate the cost of relocating and installing strobe lights to ceiling positions has not been budgeted. Barrier removal issues are forwarded to the Care & Custody Group in the Dir/Support. The responsible official in this office referred the identified barriers to the Naval Support Activity (host activity) facilities group for corrective action.
<u>DEFENSE SUPPLY CENTER RICHMOND (DSCR)</u> Renovate structure of Building 34 to make it accessible on all levels to persons with disabilities. Convert battery-operated door openers to direct-wired openers as renovations occur. Construct fully accessible Emergency Services Facility to house all public safety personnel (fire, police, safety)	FY95 FY98 FY02	FY05 (1st Quarter) FY03 FY03	Complete renovations to provide automotive door openers, accessible restrooms, and elevators. Last renovations delayed from FY03 to FY04 (Building 32F).

FACILITY ACCESSIBILITY

B. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVES	TARGET DATES
<p><u>DLA HEADQUARTERS AND SERVICED ACTIVITIES</u></p> <p>Detectable warning under stairs – Lower level McNamara Complex headquarters building.</p> <p><u>DEFENSE DISTRIBUTION CENTER (DDC)</u></p> <ol style="list-style-type: none"> 1. Coordinate with Security Office to review procedures regarding evacuation of individuals with disabilities during emergencies. 2. Ensure adequate number of TDD/TTY phones are placed in warehouses where hearing impaired employees are assigned. <p><u>DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)</u></p> <p>Compliance with Section 508 of the Rehabilitation Act continues to be of paramount importance within the Battle Creek Federal Center. DLIS is continuing to develop and maintain web pages, to improve products and services following Section 508 regulations. DLIS is currently acquiring and testing various software and hardware packages designed to assist persons with disabilities in utilizing various forms of information technology. Additionally, DLIS is developing a multifaceted process to be used by employees to request an assistive technology accommodation utilizing the resources of DLIS. These ongoing projects are designed to provide those employees with disabilities the most productive and barrier free work environment.</p> <p><u>DEFENSE REUTILIZATION AND MARKETING SERVICE</u></p> <p>None reported</p> <p><u>DEFENSE SUPPLY CENTER COLUMBUS (DSCC)</u></p> <ol style="list-style-type: none"> 1. Collaborate with the Disability Council, Safety and Health, Security, Facilities Engineering, and Suggestion Program to evaluate and resolve potential issues as they arise. 2. Review construction plans to verify new construction and remodeling will provide barrier free facilities. 	<p>September 2003</p> <p>April 2003</p> <p>Annually</p> <p>FY03</p> <p>November 2002; January 2003; April 2003; July 2003</p> <p>Quarterly Evaluation</p>

B. BARRIER REMOVAL... Continued	TARGET DATES
<p data-bbox="190 1146 217 1310">OBJECTIVES</p> <p data-bbox="289 1293 315 1944"><u>DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)</u></p> <p data-bbox="351 1703 377 1871">None reported</p> <p data-bbox="474 1335 500 1944"><u>DEFENSE SUPPLY CENTER RICHMOND (DSCR)</u></p> <p data-bbox="540 1703 566 1871">None reported</p>	

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS

A. LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES HAVE NOT YET BEEN INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
<u>DLA-WIDE</u> DLA plans to hire 1,536 employees with disabilities through a contract with the National Industries for the Blind (NIB).	Determine alternative to NIB as source to hire employees with disabilities.	Continue using local area sources to reach its goal of 536 employees with disabilities by FY05.		
<u>DLA HEADQUARTERS AND SERVICED ACTIVITIES</u> 1. No method of tracking EEO considerations in the selection process. 2. No career development or job performance enhancement training specifically for employees with disabilities.	In partnership with CSO-C, EEO will establish a monitoring system for underrepresented positions. Conduct semi-annual meetings with PWDs to access their career development and accessibility needs.	Implement tracking system for positions identified as underrepresented. Develop a feasible program, plan of action and implement.	May 2003 June 2003	June 2002 April 2002
EEOC FORM 440 (pg. 5) (10/87)				

A. ALTERNATIVES... Cont'd. BARRIERS	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
3. Selecting officials and employees' perceptions of people with disabilities may be based on a lack of knowledge.	Utilize programs designed to change perceptions and increase awareness of policies, programs, and services for persons with disabilities.	Develop an online and printed pamphlet for distribution to managers, supervisors, and employees.	August 2003	May 2002
<u>DEFENSE DISTRIBUTION CENTER (DDC)</u>				
1. Establish PWD coordinators at DDC depots.	Coordinate with DDSP & DDJC to establish PWD committees at these two locations.	Work with personnel to develop a tracking system to capture required data.	September 2003	June 2000
2. Develop DDC SOP on fitness for duty and reasonable accommodation.	Track the processing of requests for reasonable accommodation and maintain the confidentiality of medical information received in accordance with applicable laws and regulations.	Implement new DLA procedures on reasonable accommodation.	September 2003	March 2001
<u>DEFENSE LOGISTICS INFORMATION SERVICES (DLIS)</u>				
CSO-N does not have an established procedure for collecting statistics on disabled applicants.	Provide CSO-N with regulatory requirements for identifying disability of applicants.	Work with CSO-N to develop a tracking system to capture required data.	September 2003	September 2003

A. ALTERNATIVES... Cont'd.	ALTERNATIVES	PLANNED ACTIONS	CURRENT TARGET DATES	DATES INDICATED PREVIOUSLY
<p>BARRIERS</p> <p><u>DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)</u></p> <p>CSO-N does not have an established procedure for collecting statistics on disabled applicants.</p> <p><u>DEFENSE SUPPLY CENTER COLUMBUS (DSCC)</u></p> <p>None reported</p> <p><u>DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)</u></p> <p>None reported</p> <p><u>DEFENSE SUPPLY CENTER RICHMOND (DSCR)</u></p> <p>None reported</p>	<p>Provide CSO-N with regulatory requirements for identifying disability of applicants.</p>	<p>Work with CSO-N to develop a tracking system to capture required data.</p>	<p>September 2003</p>	<p>September 2003</p>

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED:

BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
<p><u>DLA-WIDE</u></p> <ol style="list-style-type: none"> 1. Not enough targeted disability applicants are identified for vacancies. 2. There are no Selective Placement Coordinators (SPC) or alternates in CSO-C or CSO-N responsible for hiring under Schedule "A" appointment authority. 3. Track Schedule 'A' applications <p><u>DLA HEADQUARTERS AND SERVICED ACTIVITIES</u></p> <p>None Reported</p> <p><u>DEFENSE DISTRIBUTION CENTER (DDC)</u></p> <ol style="list-style-type: none"> 1. Representation of employees with disabilities will be severely impacted during Reduction-in-Force at depots undergoing A76. 2. Dissemination of information about affirmative action to DDC commanders, supervisors, and managers. 	<p>Expand recruitment efforts to reach a larger pool of local applicants with targeted disabilities.</p> <p>Establish CSO position and designate alternates whose responsibility is to place people with disabilities under Schedule "A" Appointing Authority.</p> <p>Establish a CSO position for collecting and tracking Schedule "A" applications.</p> <p>Assist employees in Priority Placement Program (PPP) and other employment with State and Local government</p> <p>Update EEO Web Page to include information on reasonable accommodation.</p>	<p>Work with J-1 (Human Resources) and local organizations to increase the applicant pool.</p> <p>Work with J-1 to establish positions.</p> <p>Work with J-1 to establish positions.</p> <p>PPP training to be provided at seven DDC depots; contact Office of Vocational Rehabilitation and other agencies for employees with special needs.</p> <p>Provide training for managers and supervisors.</p>	<p>September 2003</p> <p>September 2003</p> <p>September 2003</p> <p>September 2003</p> <p>December 2003</p>

B. BARRIERS...Continued BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
<p>3. Insufficient applicants with targeted disabilities are identified for vacancies.</p> <p>4. Insufficient communication between EEO and CSO-N when reasonable accommodation requests are submitted.</p>	<p>Expand recruitment efforts to reach a large pool of applicants with targeted disabilities when vacancies exist.</p> <p>Designate Points of Contact (POC) in EEO and CSO-N to monitor all requests for reasonable accommodation.</p>	<p>EEO and CSO develop a plan to contact local organizations to increase the pool for employment of individuals with disabilities.</p> <p>CSO and EEO met quarterly to discuss reasonable accommodation issues.</p>	<p>September 2003</p> <p>September 2003</p>
<p><u>DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)</u></p> <p>Selecting officials have misconceptions of the skills, abilities, education, and other qualifications of individuals with disabilities.</p>	<p>Provide training on attitudes toward persons with disabilities mandatory for all supervisors. Increased awareness will enhance knowledge on abilities of people with disabilities.</p>	<p>Provide Disability Awareness training for supervisors to increase sensitivity to hiring and promoting people with disabilities.</p>	<p>FY03</p>
<p><u>DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)</u></p> <p>Selecting officials have misconceptions of the skills, abilities, education, and other qualifications of individuals with disabilities.</p>	<p>Provide training on attitudes toward persons with disabilities mandatory for all supervisors. Increased awareness will enhance knowledge on abilities of people with disabilities.</p>	<p>Provide Disability Awareness training for supervisors to increase sensitivity to hiring and promoting people with disabilities.</p>	<p>FY03</p>

B. BARRIERS...Continued BARRIERS	ALTERNATIVES	PLANNED ACTIONS	TARGET DATES
<u>DEFENSE SUPPLY CENTER COLUMBUS (DSCC)</u> 1. Consolidation of DSCC personnel office into CSO-C presents a challenge to identifying and hiring persons with disabilities. 2. DSCC's projected end strength for FY03 is 2,382, a reduction of 102 positions. 3. Operations Support will have an excess of employees with targeted disabilities as new technology is implemented. This directorate has a high concentration of persons with disabilities.	Identify point of contact and coordinate goals and plans to recruit persons with disabilities. Encourage consideration of persons with disabilities to fill vacancies once external recruitment resumes.	Link CSO-C point of contact with local agencies assisting persons with disabilities. Work with CSO-C to accumulate pool of qualified applicants. Check excess list to identify persons with targeted disabilities. Encourage and assist these individuals with applications for available positions.	November 2002 November 2002 Quarterly Updates January 2003 Monthly Updates
<u>DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)</u> None reported <u>DEFENSE SUPPLY CENTER RICHMOND (DSCR)</u> NIB/NISH (National Industries for the Blind/ National Industries for the Severely Handicapped) did not refer high number of qualified candidates.	Review minimum qualification standards. Modify position descriptions. Review minimum qualification standards. Modify position descriptions.	Work further with rehabilitation counselors to ensure that applicants are including all qualifications on applications for employment and/or meet minimum qualification standards before applying for DSCR positions.	FY03

PART 2: REPORT OF ACCOMPLISHMENTS

FOR THE PERIOD OCTOBER 1, 2001, THROUGH SEPTEMBER 30, 2002

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH HANDICAPS

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2002. Include selective placement coordinators, handicapped program managers, and other staff assigned to the affirmative action program for individuals with handicaps. Do not include equal employment opportunity counselors and other personnel processing complaints of discrimination on the basis of handicap.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCYWIDE RESPONSIBILITY (DEPARTMENTWIDE, IF APPLICABLE)

NUMBER OF PERSONS: 1

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM): .80

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE NOT APPLICABLE)

NUMBER OF PERSONS: 5

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM): 4.0

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEAD-QUARTERS, IN COMPONENT AGENCIES, OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:

1 – 5 %	27
6 – 10 %	1
11 – 25 %	3
26 – 75%	0
76 – 100 %	0
TOTAL:	31

C. NUMBER OF AGENCY PERSONNEL OFFICES WITH APPOINTING AUTHORITY 2

PERMANENT WORK FORCE

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS *
TOTAL (PERMANENT) WORK FORCE

	TOTAL WORK FORCE	PERSONS WITH HANDICAPS	%	NO HANDICAP (04-05)	%	OTHER (01 AND NOT AVAILABLE)	%	PERSONS WITH TARGETED DISABILITIES	%
SEPTEMBER 30, 2001	23,834	2,106	8.84	21,150	88.74	578	2.43	543	2.28
FY 2001 OBJECTIVE	23,382	2,127	9.1	20,639	88.3	616	2.63	565	2.42
SEPTEMBER 30, 2002	22,243	2,031	9.13	18,940	85.15	642	2.89	501	2.25

TOTAL NUMBER OF ACCESSIONS FROM OCTOBER 1, 2001, TO SEPTEMBER, 30, 2002	1,465	INSTRUCTIONS: THE DATA ON THIS PAGE ARE FOR PERMANENT TENURE (FULL-TIME, PART-TIME AND INTERMITTENT) AND PERMANENT NON-APPROPRIATED FUND EMPLOYEES.
TOTAL NUMBER OF LOSSES FROM OCTOBER 1, 2001, TO SEPTEMBER, 30, 2002	2,752	

SPECIAL RECRUITMENT PROGRAM — ACCESSIONS AND LOSSES — TARGETED DISABILITIES

	DEAF (16, 17)	BLIND (23, 25)	MISSING EXTREMITIES (28, 32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)+	DISTORTION LIMB/SPINE (92)	TOTAL TARGETED DISABILITIES
ON-BOARD PERSONS TARGETED DISABILITIES AS OF SEPTEMBER 30, 2001	148	33	34	85	21	84	64	61	13	543
APPLICATIONS FROM OCTOBER 1, 2001, TO SEPTEMBER 30, 2002 **	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE
ACCESSIONS FROM OCTOBER 1, 2001, to SEPTEMBER 30, 2002	2	2	1	1	3	0	0	4	1	14
LOSSES FROM VOLUNTARY & INVOLUNTARY SEPARATIONS FROM OCTOBER 1, 2001, TO SEPTEMBER 30, 2002	10	0	4	14	0	16	8	4	0	56
ON-BOARD PERSONS WITH TARGETED DISABILITIES AS OF SEPTEMBER 30, 2002	140	35	31	72	24	68	56	61	14	501

EEOC FORM 440 (pg. 7) (10/87)

* NUMBERS IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.

** FOR INFORMATION ON COLLECTION OF APPLICANT DATA SEE 46 FR 11285 (FEBRUARY 6, 1981).

NET CHANGE WORK SHEET

Worksheet A

Net Change from the previous FY to the current FY

		Previous FY	Current FY	Net Change
Total Workforce	# %	23, 843 100%	22,893 100%	-1,603 -6.59%
Employees with Targeted Disabilities	# %	543 2.28%	507 2.25%	-36 - 6.63%

Net Change over a three year period

		FY 1999	FY 2002	Net Change
Total Workforce	# %	38,729 100%	22,893 100%	-15,836 -40.89%
Employees with Targeted Disabilities	# %	808 2.09%	507 2.21%	-301 -37.25%

SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT OF INDIVIDUALS WITH HANDICAPS *

TEMPORARY (TEMP) WORK FORCE

	TOTAL WORK FORCE TEMP	PERSONS WITH HANDICAPS TEMP	% TEMP	NO HANDICAP (04-05) TEMP	% TEMP	OTHER (01 AND NOT AVAILABLE TEMP	% TEMP	PERSONS WITH TARGETED DISABILITIES TEMP	% TEMP
SEPTEMBER 30, 2001	477	30	6.29	441	92.45	6	1.26	3	.63
SEPTEMBER 30, 2002	650	55	8.46	580	89.23	15	2.31	6	.92

INSTRUCTIONS: THE DATA ON THIS PAGE ARE FOR TEMPORARY TENURE, TEMPORARY INTERMITTENT, AND TEMPORARY NON-APPROPRIATED FUND EMPLOYEES

TOTAL NUMBER OF ACCESSIONS (TEMP) FROM OCTOBER 1, 2001, TO SEPTEMBER 30, 2002	371
TOTAL NUMBER OF LOSSES FROM OCTOBER 1, 2001, TO SEPTEMBER 30, 2002	133

ACCESSIONS AND LOSSES (TEMPORARY) -- TARGETED DISABILITIES

TEMPORARY EMPLOYEES ONLY	DEAF (16, 17)	BLIND (23, 25)	MISSING EXTREMITIES (28, 32-38)	PARTIAL PARALYSIS (64-68)	COMPLETE PARALYSIS (71-78)	CONVULSIVE DISORDERS (82)	MENTALLY RETARDED (90)	MENTAL ILLNESS (91)+	DISTORTION LIMB/SPINE (92)	TOTAL TARGETED DISABILITIES
ON-BOARD PERSONS TARGETED DISABILITIES AS OF SEPTEMBER 30, 2002	2	0	0	0	1	0	0	0	0	3
ACCESSIONS FROM OCTOBER 1, 2001, TO SEPTEMBER 30, 2002	0	1	0	0	2	2	0	-3	1	9
LOSSES FROM VOLUNTARY & INVOLUNTARY SEPARATIONS OCTOBER 1, 2001, TO SEPTEMBER 30, 2002	2	0	0	0	0	0	2	3	1	8
CONVERSIONS TO PERMANENT EMPLOYMENT OCTOBER 1, 2001, TO SEPTEMBER 30, 2002	0	0	0	0	0	0	2	0	0	2
ON-BOARD PERSONS WITH TARGETED DISABILITIES AS OF SEPTEMBER 30, 2002	0	1	0	0	3	2	0	0	0	6

Analysis of Work Force Handicap by Pay Plan and Grade

As Of: September 30, 2001
Run Date: 3 February 2003

EEOC FORM 440

Organization: DLA Wide
Work Force: White Collar
Employee Status: Permanent

Handicap Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	SES	Other	Total
Total Work Force	# 0.0	2 0.0	50 0.2	473 2.7	1,337 7.7	1,025 5.9	2,000 11.5	146 0.8	2,473 14.3	28 0.1	3,460 20.0	3,411 19.7	1,851 10.7	683 3.9	320 1.8	30 0.1	0 0.0	17,289 100.0
Not Available	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0
Not Identified (1)	# 0.0	0 0.0	0 0.0	13 0.0	36 0.2	20 0.1	52 0.3	3 0.0	78 0.5	3 0.0	95 0.6	80 0.5	47 0.3	24 0.1	13 0.0	0 0.0	0 0.0	464 2.6
No Handicap (4,5)	# 0.0	1 0.0	24 0.1	347 2.2	1,098 7.1	902 5.8	1,749 11.3	133 0.8	2,177 14.1	22 0.1	3,101 20.1	3,135 20.4	1,725 11.2	632 4.1	293 1.9	29 0.1	0 0.0	15,368 88.8
Handicap (06, 13-94)	# 0.0	1 0.0	26 0.1	113 0.7	203 1.3	103 0.7	199 1.2	10 0.0	218 1.4	3 0.0	264 1.8	196 1.3	79 0.5	27 0.1	14 0.0	1 0.0	0 0.0	1,457 8.4
Total Target Disabilities	# 0.0	0 0.0	20 0.0	54 0.3	70 0.4	25 0.2	44 0.3	2 0.0	33 0.2	0 0.0	61 0.4	38 0.3	11 0.0	5 0.0	0 0.0	0 0.0	0 0.0	363 2.1
Deafness (16, 17)	# 0.0	0 0.0	3 0.0	18 0.1	22 0.1	10 0.0	21 0.1	0 0.0	4 0.0	0 0.0	9 0.0	5 0.0	1 0.0	0 0.0	0 0.0	0 0.0	0 0.0	93 0.5
Blindness (23, 25)	# 0.0	0 0.0	1 0.0	2 0.0	5 0.0	3 0.0	2 0.0	0 0.0	3 0.0	0 0.0	8 0.0	6 0.0	1 0.0	0 0.0	0 0.0	0 0.0	0 0.0	31 0.2
Missing Extremities (28, 32-38)	# 0.0	0 0.0	0 0.0	2 0.0	6 0.0	1 0.0	2 0.0	0 0.0	4 0.0	0 0.0	7 0.0	5 0.0	1 0.0	0 0.0	0 0.0	0 0.0	0 0.0	28 0.2
Partial Paralysis (64-68)	# 0.0	0 0.0	3 0.0	13 0.1	5 0.0	4 0.0	6 0.0	0 0.0	7 0.0	0 0.0	13 0.1	7 0.0	2 0.0	1 0.0	0 0.0	0 0.0	0 0.0	61 0.4
Complete Paralysis (71-78)	# 0.0	0 0.0	2 0.0	4 0.0	11 0.0	4 0.0	7 0.0	0 0.0	3 0.0	0 0.0	11 0.0	8 0.0	3 0.0	2 0.0	0 0.0	0 0.0	0 0.0	55 0.3
Convulsive Disorder (82)	# 0.0	0 0.0	3 0.0	7 0.0	20 0.1	7 0.0	12 0.0	0 0.0	5 0.0	0 0.0	20 0.1	14 0.0	5 0.0	3 0.0	0 0.0	0 0.0	0 0.0	151 0.9
Mental Retardation (90)	# 0.0	0 0.0	8 0.0	8 0.0	4 0.0	1 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	21 0.1
Mental Illness (91)	# 0.0	0 0.0	1 0.0	4 0.0	9 0.0	0 0.0	4 0.0	1 0.0	10 0.0	0 0.0	6 0.0	5 0.0	1 0.0	0 0.0	0 0.0	0 0.0	0 0.0	41 0.2
Distortion of Limbs/Spine (92)	# 0.0	0 0.0	2 0.0	9 0.0	21 0.1	1 0.0	1 0.0	1 0.0	24 0.1	0 0.0	14 0.0	12 0.0	2 0.0	1 0.0	0 0.0	0 0.0	0 0.0	11 0.0
	%	0.0	0.0	18.1	36.3	9.0	9.0	9.0	0.0	0.0	9.0	0.0	9.0	0.0	0.0	0.0	0.0	3.0

Percent of Employees with Targeted Disabilities:

2.10

Analysis of Work Force Handicap by Pay Plan and Grade

As Of: September 30, 2001
Run Date: 3 February 2003

EEOC FORM 440

Organization: DLA Wide
Work Force: Blue Collar
Employee Status: Permanent

Handicap Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16-19	Other	Total
Total Work Force	# 2 0.0	13 0.2	10 0.1	70 1.1	2,344 38.6	1,763 29.0	650 10.7	429 7.0	186 3.0	368 6.0	181 2.9	32 0.5	10 0.1	0 0.0	3 0.0	1 0.0	6 0.1	6,068 100.0
Not Available	# 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Not Identified (1)	# 0 0.0	1 0.5	0 0.0	3 1.6	63 35.3	57 32.0	20 11.2	11 6.1	6 3.3	12 6.7	4 2.2	1 0.5	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	178 2.9
No Handicap (4,5)	# 1 0.0	8 0.1	5 0.0	54 1.0	2,020 38.3	1,536 29.1	563 10.6	370 7.0	167 3.1	333 6.3	164 3.1	30 0.5	10 0.1	0 0.0	3 0.0	1 0.0	6 0.1	5,271 86.8
Handicap (06, 13-94)	# 1 0.1	4 0.6	5 0.8	13 2.1	261 42.1	170 27.4	67 10.8	48 7.7	13 2.1	23 3.7	13 2.1	1 0.1	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	619 10.2
Total Target Disabilities	# 0 0.0	3 1.6	3 1.6	6 3.3	98 55.3	36 20.3	13 7.3	11 6.2	2 1.1	2 1.1	3 1.6	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	177 100.0
Deafness (16,17)	# 0 0.0	0 0.0	1 1.7	0 0.0	35 61.4	11 19.3	4 7.0	4 7.0	1 1.7	0 0.0	1 1.7	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	57 32.2
Blindness (23,25)	# 0 0.0	0 0.0	0 0.0	0 0.0	3 49.9	2 33.3	1 16.6	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	6 3.3
Missing Extremities (28, 32-38)	# 0 0.0	0 0.0	0 0.0	0 0.0	3 49.9	1 16.6	1 16.6	1 16.6	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	6 3.3
Partial Paralysis (64-68)	# 0 0.0	0 0.0	0 0.0	0 0.0	9 52.9	5 29.4	0 0.0	3 17.6	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	17 9.6
Complete Paralysis (71-78)	# 0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	1 33.3	1 33.3	1 33.3	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	3 1.7
Convulsive Disorder (82)	# 0 0.0	0 0.0	0 0.0	0 0.0	10 58.8	4 23.5	2 11.7	1 5.8	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	17 9.6
Mental Retardation (90)	# 0 0.0	3 6.6	2 4.4	6 13.3	23 51.1	8 17.7	1 2.2	1 2.2	0 0.0	1 2.2	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	45 25.4
Mental Illness (91)	# 0 0.0	0 0.0	0 0.0	0 0.0	13 56.5	3 13.0	3 13.0	0 0.0	1 4.3	1 4.3	2 8.7	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	23 12.9
Distortion of Limbs/Spine (92)	# 0 0.0	0 0.0	0 0.0	0 0.0	2 66.6	1 33.3	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	3 1.7

Analysis of Work Force Handicap by PATCOB

As of: September 30, 2002
Run Date: 5 February 2003

EEOC Form 440
Organization: DLA Wide
Employee Status: Permanent

Handicap Category	Professional			Administrative			Technical			Clerical			Other			Supervisor			Blue Collar Leader			Non-Supervisor			Total		
	Number	%		Number	%		Number	%		Number	%		Number	%		Number	%		Number	%		Number	%		Number	%	
Total Work Force	800	3.6		11,938	53.6		2,075	9.3		1,638	7.3		376	1.6		293	1.3		330	1.4		4,790	21.5		22,240	100.0	
Not Available	0	0.0		0	0.0		0	0.0		0	0.0		0	0.0		0	0.0		0	0.0		0	0.0		0	0.0	
Not Identified (1)	25	0.1		354	1.5		61	0.2		36	0.1		5	0.0		6	0.0		8	0.0		147	0.6		642	2.8	
No Handicap (4.5)	743	3.3		10,707	48.1		1,765	7.9		1,302	5.8		351	1.5		258	1.1		301	1.3		4,140	18.6		19,567	87.9	
Handicap (06, 13-94)	32	0.1		877	3.9		249	1.1		300	1.3		20	0.0		29	0.1		21	0.0		503	2.2		2,031	9.1	
Total Target Disabilities	7	1.4		165	32.9		60	11.9		114	22.7		1	0.2		2	0.4		3	0.6		149	29.7		501	100.0	
Deafness (16,17)	0	0.0		28	5.5		26	5.1		34	6.7		0	0.0		0	0.0		0	0.0		52	10.3		140	27.9	
Blindness (23, 25)	1	0.2		21	4.1		5	1.0		2	0.4		0	0.0		0	0.0		0	0.0		6	1.2		35	6.9	
Missing Extremities (28, 32-38)	2	0.4		16	3.1		3	0.6		5	1.0		0	0.0		0	0.0		1	0.2		4	0.8		31	6.1	
Partial Paralysis (64-68)	2	0.4		31	6.1		8	1.6		17	3.3		0	0.0		1	0.2		0	0.0		13	2.5		72	14.3	
Complete Paralysis (71-78)	0	0.0		13	2.5		3	0.6		5	1.0		0	0.0		0	0.0		0	0.0		3	0.6		24	4.7	
Convulsive Disorder (82)	1	0.2		24	4.7		13	2.5		14	2.7		0	0.0		0	0.0		0	0.0		16	3.1		68	13.5	
Mental Retardation (90)	0	0.0		0	0.0		1	0.2		19	3.7		0	0.0		0	0.0		0	0.0		36	7.1		56	11.1	
Mental Illness (91)	1	0.2		30	5.9		0	0.0		11	2.2		0	0.0		1	0.2		2	0.4		16	3.1		61	12.1	
Distortion of Limbs/Spine (92)	0	0.0		2	0.4		1	0.2		7	1.4		1	0.2		0	0.0		0	0.0		3	0.6		14	2.7	

Percent of Total Employees with Targeted Disabilities: 2.25

Analysis of Work Force Handicap by Pay Plan and Grade

As Of: September 30, 2001
Run Date: 3 February 2003

EEOC FORM 440
Organization: DLA Wide
Work Force: White Collar
Employee Status: Temporary

Handicap Category	White Collar (GS/GM) Grades																	Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	SES	Other	
Total Work Force	# 5 % 2.1	13 5.5	44 18.8	67 28.7	50 21.4	9 3.8	22 9.4	0 0.0	6 2.5	0 0.0	9 3.8	3 1.2	3 1.2	0 0.0	2 0.8	0 0.0	0 0.0	233 100.0
Not Available	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0
Not Identified (1)	# 0 % 0.0	0 0.0	0 0.0	3 99.9	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	3
No Handicap (4,5)	# 4 % 1.9	12 5.8	40 19.6	56 27.4	46 22.5	9 4.4	18 8.8	0 0.0	5 2.4	0 0.0	7 3.4	2 0.9	3 1.4	0 0.0	2 0.9	0 0.0	0 0.0	204 87.5
Handicap (06, 13-94)	# 1 % 3.8	1 3.8	4 15.3	8 30.7	4 15.3	0 0.0	4 15.3	0 0.0	1 3.8	0 0.0	2 7.6	1 3.8	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	26 11.1
Total Target Disabilities	# 1 % 33.3	0 0.0	0 0.0	0 0.0	1 33.3	0 0.0	1 33.3	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	3
Deafness (16,17)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0
Blindness (23,25)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	1 99.9	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	1
Missing Extremities (28, 32-38)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0
Partial Paralysis (64-68)	# 1 % 49.9	0 0.0	0 0.0	0 0.0	1 49.9	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	2
Complete Paralysis (71-78)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	66.7
Convulsive Disorder (82)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0
Mental Retardation (90)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0
Mental Illness (91)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0
Distortion of Limbs/Spine (92)	# 0 % 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0

Analysis of Work Force Handicap by Pay Plan and Grade

As Of: September 30, 2001
Run Date: 3 February 2003

EEOC FORM 440

Organization: DLA Wide
Work Force: Blue Collar
Employee Status: Temporary

Handicap Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 - 19	Other	Total
Total Work Force	# 0.0	5 2.0	16 6.5	34 13.9	152 62.2	26 10.6	5 2.0	3 1.2	1 0.4	2 0.8	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	244 100.0
Not Available	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Not Identified (1)	# 0.0	0 0.0	0 0.0	3 1.2	1 0.4	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	4 1.6
No Handicap (4,5)	# 0.0	5 2.1	16 6.7	31 13.1	149 63.1	25 10.5	5 2.1	3 1.2	1 0.4	1 0.4	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	236 96.7
Handicap (06, 13-94)	# 0.0	0 0.0	0 0.0	0 0.0	2 0.8	1 0.4	0 0.0	0 0.0	0 0.0	1 0.4	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	4 1.6
Total Target Disabilities	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Deafness (16, 17)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Blindness (23, 25)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Missing Extremities (28, 32-38)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Partial Paralysis (64-68)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Complete Paralysis (71-78)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Convulsive Disorder (82)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Mental Retardation (90)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Mental Illness (91)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Distortion of Limbs/Spine (92)	# 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0

Percent of Employees with Targeted Disabilities:

0.00

Analysis of Work Force Handicap by PATCOB

As of: September 30, 2002
Run Date: 5 February 2003

EEOC Form 440
Organization: DLA Wide
Employee Status: Temporary

Handicap Category	Professional/Administrative			Technical			Clerical			Other			Supervisor			Blue Collar Leader			Non-Supervisor			Total		
	Number	%		Number	%		Number	%		Number	%		Number	%		Number	%		Number	%		Number	%	
Total Work Force	1	0.2	24	3.6	24	3.6	118	18.1	16	2.4	0	0.0	0	0.0	5	0.7	462	71.0	650	100.0				
Not Available	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0				
Not Identified (1)	0	0.0	2	0.3	0	0.0	3	0.4	0	0.0	0	0.0	0	0.0	0	0.0	10	1.5	15	2.3				
No Handicap (4,5)	1	0.2	19	2.9	22	3.3	102	15.6	15	2.3	0	0.0	0	0.0	5	0.7	416	64.0	580	89.2				
Handicap (06, 13-94)	0	0.0	3	0.4	2	0.3	13	2.0	1	0.1	0	0.0	0	0.0	0	0.0	36	5.5	55	8.4				
Total Target Disabilities	0	0.0	1	16.6	1	16.6	1	16.6	0	0.0	0	0.0	0	0.0	0	0.0	3	50.0	6	100.0				
Deafness (16,17)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0				
Blindness (23, 25)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0				
Missing Extremities (28, 32-38)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	16.6	1	16.6				
Partial Paralysis (64-68)	0	0.0	1	16.6	0	0.0	1	16.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	33.3				
Complete Paralysis (71-78)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0				
Convulsive Disorder (82)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	16.6	1	16.6				
Mental Retardation (90)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0				
Mental Illness (91)	0	0.0	0	0.0	1	16.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	16.6	2	33.3				
Distortion of Limbs/Spine (92)	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0				

Percent of Total Employees with Targeted Disabilities: 0.92

REPORT ON FACILITY ACCESSIBILITY

DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY DURING THE REPORTING YEAR.

A. SUMMARIZE YOUR AGENCY'S BARRIER REMOVAL ACTIVITY.

DLA HEADQUARTERS AND SERVICED ACTIVITIES

As a result of the Accessibility Enhancement Opportunities Survey done in FY99 of the McNamara Complex, Fort Belvoir, VA, the Office of Installation Operations completed the following items for the headquarters building during FY02:

1. Installed four Automatic Bathroom Doors.
2. Provided Text Pagers issued to disabled employees for emergency notification.
3. Revised & clarified Occupant Emergency Plan for McNamara Complex.
4. Modified cafeteria service lines and ATM service counters for accessibility.

DEFENSE DISTRIBUTION CENTER (DDC)

1. Added additional handicap parking spaces at several locations.
2. Rebuilt sidewalks, curb cuts, and ramps.
3. At several locations, renovations were made to restrooms to include automatic door openers, installation of handicap restrooms, etc.
4. At HQ DDC, handicap door access provided with a new card swipe unit. The installation of the card swipe was programmed with existing handicap door operator to ensure proper operation.
5. Provided personal A/C unit in building 54-5, HQ DDC. Employee's workstation was enclosed with floor to ceiling glass partitions and personal A/C unit. The enclosed space maintains temperature and humidity within guidelines to accommodate the employee's medical condition.
6. Installation of an elevator and wheelchair ramp for handicap accessibility at Defense Distribution Norfolk, VA, and Columbus, OH.
7. Completed installation of visual fire alarms at three major warehouses (Defense Distribution Pearl Harbor, HI).
8. Installation of visual fire alarms, reconfiguration of corridor, and doorway widths.
9. Moved restricted parking closer to buildings; designated close parking spaces to reduce the walk for some employees; and offered rides to work areas via golf cart to most severely handicapped employees at Defense Distribution Red River, TX, (DDRT).

EEOC FORM 440 (pg. 11) (10/87)

REPORT ON FACILITY ACCESSIBILITY

(page 2)

DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)

None reported

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

None reported

DEFENSE SUPPLY CENTER COLUMBUS (DSCC)

1. Barrier removal accomplished with support from Command, Facilities Engineering, Corporate Information, Emergency Services, Safety and Health, and associates problem solving skills. DSCC and DoD Computer/Electronic Accommodations Program funding used to procure assistive devices for associates with disabilities.
2. Provided rental scooters to accommodate six short-term requests and seven scooters assigned to associates for permanent requests.
3. Handicap parking permits reviewed to verify need and proper assignment of spaces based on need.
4. Signage posted to identify ramped egress and regress into building.
5. Evaluated security measures enacted since September 11, 2001, to ensure barrier free access is provided to associates with disabilities.
6. Evaluated and resolved potential issues through collaboration with the Disability Council, Safety and Health, Security, Facilities Engineering, and Suggestion Program.

DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)

Installed close circuit TV monitors with closed captioning features in all buildings.

DEFENSE SUPPLY CENTER RICHMOND (DSCR)

1. Renovate structure of Building 34 to make it accessible on all levels to persons with disabilities.
2. Convert battery-operated door openers to direct-wired openers as renovations occur.
3. Construct fully accessible Emergency Services Facility to house all public safety personnel (fire, police, safety).

REPORT ON FACILITY ACCESSIBILITY

(page 3)

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?
[X] NOT APPLICABLE [] YES [] NO; DESCRIBE

DLA HEADQUARTERS AND SERVICED ACTIVITIES
DEFENSE DISTRIBUTION CENTER (DDC)
DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)
DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)
DEFENSE SUPPLY CENTER COLUMBUS (DSCC)
DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)
DEFENSE SUPPLY CENTER RICHMOND (DSCR)

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

DLA Headquarters and Served Activities

1. Accessible routes to/from Picnic Pavilion and Pond Area Picnic Tables in line of new building construction.
2. Eight Automatic Doors for bathrooms erroneously reported. Task is actually reconfiguration of stalls in public restrooms for accessibility.

REPORT ON FACILITY ACCESSIBILITY

(page 4)

DEFENSE DISTRIBUTION CENTER (DDC)

None Reported

DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)

None for FY02. General Services Administration (GSA) has provided excellent support in providing reserved parking spaces for people with disabilities. The Federal Center currently has 21 reserved handicap parking spaces.

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

None for FY02. GSA has provided excellent support in providing reserved parking spaces for people with disabilities. The Federal Center currently has 21 reserved handicap parking spaces.

DEFENSE SUPPLY CENTER COLUMBUS (DSCC)

None reported

DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)

None reported

DEFENSE SUPPLY CENTER RICHMOND (DSCR)

Initially, there were insufficient funds to complete renovations to Building 34, however after resubmission, the target date for completion was moved from FY06 to FY04. This has since been moved to FY05 (1st quarter).

REPORT ON FACILITY ACCESSIBILITY

(page 5)

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

DLA HEADQUARTERS AND SERVICED ACTIVITIES

1. Accessible routes to Picnic Pavilion and Pond Area Picnic Tables – Cancelled.
2. Eight Automatic restroom doors – Amended to reflect accessible stall installation.

DEFENSE DISTRIBUTION CENTER (DDC)

None reported

DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)

None Reported

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

None reported

DEFENSE SUPPLY CENTER COLUMBUS (DSCC)

None reported

DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)

None reported

DEFENSE SUPPLY CENTER RICHMOND (DSCR)

None reported

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS

LIST BARRIERS WHICH WERE IDENTIFIED IN PREVIOUS YEARS FOR WHICH ACTIONS WERE TAKEN DURING THE REPORTING YEAR.

BARRIERS	ALTERNATIVES	ACTIONS TAKEN	COMPLETION DATES
<u>DLA HEADQUARTERS AND SERVICED ACTIVITIES</u>			
None reported			
<u>DEFENSE DISTRIBUTION CENTER (DDC)</u>			
1. Review EEO profile reports to ensure people with disabilities are properly identified by appropriate handicap code.	Review EEO profile reports quarterly.	Communication between CSO-N and EEO to identify problem areas.	November 2001
2. DDDC, DDAG, DDHU, and DDRV - Reduction-in-Force.	Assist job searches, Priority Placement Program.	PPP training provided with Office of Vocational Rehabilitation on placement/ outplacement assistance.	September 2002
3. Supervisors, managers require clear definition of what constitutes reasonable accommodation.	EEOC provide training on reasonable accommodation.	Office of Counsel sponsored EEOC training on reasonable accommodation via Video Teleconference to all depots.	December 2001
<u>DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)</u>			
None reported			
<u>DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)</u>			
None reported			
EEOC FORM 440 (pg. 12) (10/87)			

ALTERNATIVES...Continued	ALTERNATIVES	ACTIONS TAKEN	COMPLETION DATES
BARRIERS			
<u>DEFENSE SUPPLY CENTER COLUMBUS (DSCC)</u>			
1. Selecting officials have misperceptions of skills, abilities, and other qualifications of PWD.	Disability Awareness training for supervisors.	Center-wide training for all supervisors provided by Federal Personnel Management Institute.	October 2001; November 2001; December 2001; January 2002; March 2002; April 2002
2. Linguistic and/or procedural barriers to promotion opportunities.	Individual and small group training for employees with disabilities.	English for the deaf course offered for deaf and hard of hearing associates.	October 2001 to September 2002
<u>DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)</u>			
None reported			
<u>DEFENSE SUPPLY CENTER RICHMOND (DSCR)</u>			
1. No referral and tracking system for applications received.	Tracking system for referrals to supervisors.	Human Resources selective placement coordinator devised tracking system for applications.	FY02
2. Insufficient number of applications received.	Referral lists from NIB/NISH.	Selective placement coordinator worked with rehabilitation counselors and referred their clients' applications to selecting officials.	FY02
3. Disability Awareness training for supervisors.		Disability program manager advised supervisors and managers on reasonable accommodations issues.	FY02

PERMANENT WORK FORCE

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS
OCTOBER 1, 2001, TO SEPTEMBER 30, 2002

CATEGORY *	ON-BOARD AS OF 9/30/02	PROMOTIONS		CAREER DEVELOPMENT (GRADES 5-12)		SENIOR LEVEL CAREER DEVELOPMENT PROGRAMS (GRADES 13-15)		SES DEVELOPMENT PROGRAMS	
		NUMBER	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT	SLOTS FILLED	PERCENT
TOTAL WORK FORCE	22,243	2,350	10.57	NOT AVAILABLE		NOT AVAILABLE		NOT AVAILABLE	
NOT IDENTIFIED (01)	642	58	9.03	NOT AVAILABLE		NOT AVAILABLE		NOT AVAILABLE	
NOT AVAILABLE OR UNSPECIFIED	0	0		0		0		0	
NO HANDICAP (04-05)	18,940	2,106	11.12	NOT AVAILABLE		NOT AVAILABLE		NOT AVAILABLE	
HANDICAP REPORTED (06, 13-94)	2,031	186	9.16	NOT AVAILABLE		NOT AVAILABLE		NOT AVAILABLE	
TOTAL TARGETED DISABILITIES	501	2,292	457.49	NOT AVAILABLE		NOT AVAILABLE		NOT AVAILABLE	
COMPUTATIONS: PERCENT PROMOTIONS	=	NUMBER ON-BOARD IN CATEGORY	COMPUTATIONS ARE TO BE BASED ON ACTIONS DURING THE REPORTING PERIOD. FOR PROMOTIONS, USE STANDARD FORM 50, NATURE OF ACTION CODES 702 AND 542. FOR CAREER DEVELOPMENT (GRADES 5-12), COUNT SLOTS FILLED UNDER FORMAL UPWARD MOBILITY PROGRAMS, APPRENTICESHIP PROGRAMS, AND OTHER TRAINING AND DEVELOPMENT PROGRAMS, AS WELL AS APPOINTMENTS THAT MOVE PEOPLE NONCOMPETITIVELY THROUGH A SERIES OF PROMOTIONS WITH SOME TYPE OF TRAINING IN THE PROCESS. INCLUDE BOTH BLUE COLLAR AND WHITE COLLAR POSITIONS. FOR SENIOR LEVEL CAREER DEVELOPMENT (GRADES 12 THROUGH 15) PROGRAMS, COMPUTATIONS ARE TO BE BASED ON THE NUMBER OF INDIVIDUALS ENROLLED IN FORMAL EXECUTIVE AND MANAGEMENT DEVELOPMENT PROGRAMS DURING THE REPORTING PERIOD.						
PERCENT DEVELOPMENT PROGRAMS	=	SLOTS IN CATEGORY ON-BOARD IN CATEGORY							

* NUMBER IN PARENTHESES REFER TO CODES ON STANDARD FORM 256.

OPTIONAL

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

In the space below you are invited to describe unique, creative initiatives which your agency has undertaken during this fiscal year and which have proven to be successful in improving employment opportunities for individuals with handicaps. If more space is necessary, additional pages may be appended.

DLA HEADQUARTERS AND SERVICED ACTIVITIES

An estimated \$163, 323 was spent on sign language services during Fiscal Year 2002 providing interpreters for staff meetings, briefings, commander's call, special emphasis programs, training courses, and interviews.

As a result of the Accessibility Enhancement Opportunities Survey done in Fiscal Year 1999 of the McNamara Complex headquarters building, Fort Belvoir, VA, the Office of Installation Operations installed the four automatic restroom door openers, issued text pagers to employees with disabilities for emergency notification, and revised/clarified the Occupant Emergency Plan.

Contracted one full-time and two part-time sign language interpreters.

DEFENSE DISTRIBUTION CENTER (DDC)

An employee (hearing impaired) of the Defense Distribution Depot, Red River, Texarkana, TX has been selected to participate in the Distribution Processing Training Course. The course is designed to train employees at a journeyman or apprentice level capturing in-depth knowledge of the Distribution Standard System computer skills. The program also trains employees in core functions such as inducting of receipts, warehousing skills and functions, issuing, packing, care and preservation of customer release orders. DDRT will modify the training requirements and provide an interpreter to allow the employee to participate in the training course which will last approximately 15 months.

DEFENSE LOGISTICS INFORMATION SERVICE (DLIS)

The EEO Office issued the deaf and hearing impaired employees alphanumeric pagers for notification of emergencies such as fire alarms, building closings, evacuations, and severe weather warnings.

During FY02, there were 589 requests for qualified sign language interpreters processed for on-the-job training (OJT), meetings, personnel matters, all hands briefings, and other special programs.

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

The EEO Office issued the deaf and hearing impaired employees alphanumeric pagers for notification of emergencies such as fire alarms, building closings, evacuations, and severe weather warnings.

During FY02, there were 589 requests for qualified sign language interpreters processed for OJT, meetings, personnel matters, all hands briefings, and other special programs.

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

(Page 2)

DEFENSE SUPPLY CENTER COLUMBUS (DSCC)

A total of 202 executives and supervisors attended 16 training sessions in Managing and Retaining Employees with Disabilities.

Two levels of Sign Language classes were offered associates seeking to remove language barriers.

Buddy System database was updated to insure safe evacuation of associates with mobility impairments. Training was provided for participants in May 2002.

Software accommodations provided to seven associates through CAP funding. Software purchased: Dragon Speaking Naturally.

Assistive devices provided during 2002 included: Screen magnifiers, amplified phone headsets, ergonomic keyboards, mouse, and chairs.

Assistant services provided during 2002 included: Travel assistant for two associates, CART service for three associates, and interpreting services for 25 associates which totaled 814.5 hours.

Provided text version of Ninth House Network training material for associate with hearing impairment.

Job interviews conducted at Wright State University job fair for persons with disabilities.

DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP)

DSCP processed approximately 75 interpreter services requests this fiscal year and approximately 18 CAP requests.